

**BOY SCOUT
TROOP 411
TROOP
GUIDE BOOK**

JANUARY 2009

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1. INTRODUCTION

The purpose of this Guide is to welcome you into the world of Scouting and Troop 411. We hope that you have a truly rewarding experience as you advance through the ranks of Scouting from Scout to Eagle. We, as the parents and adult leaders in Troop 411, pledge to help each Scout learn the Scouting skills and ideals he will carry into his everyday living, both now and in the future.

Camping and other outdoor activities are a fundamental part of Scouting. This guide provides some basic information about how these activities are conducted. Troop 411 is primarily a tailgate Troop, meaning we usually camp near our transportation vehicles and use large patrol boxes for equipment, but we also have a High Adventure program emphasizing hiking and backpacking.

BOY RUN TROOP

Troop 411 is a "boy run" troop. The Senior Patrol Leader (SPL), the Assistant Senior Patrol Leader (ASPL), the Patrol Leaders and the Assistant Patrol Leaders are all boys who run the Troop using the principles of the Scout Law. The boys plan and conduct Troop meetings, and annually prepare their activity plan for the coming year. The Scoutmaster provides direct guidance to the Scouts and is the direct link between the Scouts and the parents. Several adult Assistant Scoutmasters assist the Scoutmaster. The Troop Committee consists of parents and other adults who provide guidance and advice and act as a resource to the Scoutmaster. The Committee handles many activities that are necessary for the Troop to function, such as coordinating fundraisers, handling advancement paperwork, and arranging transportation for Troop outings.

TROOP MEETINGS

Troop meetings are held each week on Monday from 7:00 to 8:30PM. Meetings are held at Troop 411's Scout House located in the parking lot of the United Methodist Church, 3205 D Street (across from Bonita High School).

Patrol Leader's Council (PLC) meetings are held on the 2nd Tuesday of every month at 7PM, unless one was conducted during the previous campout that month.

TROOP COMMITTEE

All parents of Scouts are encouraged to participate in the Troop Committee. Formal registration with the Boy Scouts of America is not required for all parents, but is greatly encouraged. The Troop Committee meets once a month at the Scout House on the 3rd Tuesday at 7PM. Other times and locations may sometimes be arranged to avoid conflicts with holidays and the like, but all parents will be notified of changes through the Troop 411 Newsletter. We, the parents are very important in the successful and rewarding Scouting experience. We look forward to your active participation!

SPONSORING INSTITUTION

The United Methodist Church of La Verne sponsors Troop 411. They provide us with support and legal sponsorship in San Gabriel Valley Council as well as an exceptional place to meet. We, in turn provide them with services and service projects.

SCOUT PARTICIPATION

Expectations for participation in the Troop 411 Scouting program are provided in Chapter 2.

SCOUT REQUIREMENTS, UNIFORMS AND EQUIPMENT

Chapter 3 covers the basic requirements for joining and maintaining good standing in the Troop including the definition of the official Troop uniform. Chapter 4 provides an extensive discussion of the equipment that each Scout will need for camping and hiking, and some locations where Scout equipment including uniforms may be purchased.

ADVANCEMENT

Chapter 5 describes Scout advancement -- how to move up the ranks. Who to contact and what to do is discussed.

PARENT PARTICIPATION

Chapter 6 presents our expectations for participation in the program by the parents.

TROOP ORGANIZATION

Chapters 7 and 8 provide a description of how the Troop is organized. The leadership jobs for boy and adults are identified and responsibilities discussed.

RULES AND REGULATIONS

A copy of the Rules and Regulations that are followed by Troop 411 is included in this Guide in Chapter 9. These rules and regulations and this complete Guide will be reviewed annually by the Parents' committee and revised as necessary.

FINANCES

When your son becomes a Scout you pay an initial registration fee. This fee includes initial BSA national registration, Boys Life Magazine subscription, a Troop neckerchief, BSA slide, 411 patch (numbers), the official Boy Scout Handbook, green shoulder loops, a Troop "Class B" T-shirt, compass, and yearly Troop dues. Additional weekly dues are collected by each Patrol. Chapter 3 discusses what is expected of each Scout financially in more detail. Since dues do not come close to providing sufficient funds for covering all of the Troop's expenses, fund raising activities are held to supplement the dues. Fund raisers also serve as a social event, giving all of the families a chance to meet together and share in their Scouting and child raising experiences. It is important that all parents participate in fund raising events to make them successful.

IMPORTANT FORMS

Chapter 10 contains important forms that must be filled out for each Scout. The Medical History Form and Medical Release Form must be filled out before your Scout can participate in any camping or outing activity. All parents must fill out the Vehicle and Insurance Form. The Resource Survey helps us to identify parents with particular skills or knowledge that may contribute to the Troop program.

ROSTER

This Guide also includes a current copy of our Troop roster of all active Scouts and parents. This roster is updated and distributed periodically as part of our Troop Newsletter.

CALENDAR

A calendar of Troop activities and events for the current year is also included with this Guide. Please review it often and post it in a prominent place in your home.

TROOP WEB SITE AND EMAIL LIST

The Troop maintains a web site at <http://www.troop411laverne.com> , which is regularly updated with photos from recent activities. The site also has several useful links and documents available for download. Announcements are distributed by email using Google groups; make sure to keep the Troop Committee Secretary informed of your current email address.

THE AIMS AND METHODS OF SCOUTING

In the Scouting program, we have three basic aims or objectives that we are working to accomplish:

1. **CHARACTER:** We define character as what the boy is himself; his personal qualities, his values, his outlook, and his attitude.
2. **CITIZENSHIP:** Used broadly, citizenship is the boy's relationship to others, his community. He comes to learn of his obligations to other people, to the society he lives in, and to the government that presides over that society.
3. **FITNESS:** Fitness shows itself in four different aspects; the body (well tuned and healthy), the mind (able to think and solve problems), the 'moral fiber' (as shown by courage, respect for others), and the emotions (self-control and self-respect).

To fill the order of these aims requires a method. The method that Scouting utilizes has several parts:

IDEALS

Oath—Law—Motto—Slogan—Goals—Standards

PATROLS

Peer Groups—Elected Representation—Activities

OUTDOORS

Hiking—Camping—Conservation—Sports

ADVANCEMENT

Self-reliance—Ability to help others—Challenge

ADULT ASSOCIATION

Learning by example—Interacting with adults

PERSONAL GROWTH

Good Turn—Service projects—Religious Emblems

LEADERSHIP DEVELOPMENT

Leadership skills and practices—Citizenship—Training

UNIFORMS

Commitment to Aims—Identity—Practical Attire

2. SCOUT PARTICIPATION

It is important to the Scout, his Troop, and his family that active participation is encouraged. Otherwise, the group goals will not be realized. Scouts become frustrated if they do not see improvement and progress in rank. Participation by the **Scout and his family** will promote achievement of rank, merit badges, and general enjoyment and pride in being a Scout.

We believe that the following is **minimum** for reasonable involvement:

TROOP MEETINGS

Attend three of the meetings each month.

CAMPOUTS

Seven of the 12 campouts each year should be attended.

Other Troop members and the Scoutmaster would appreciate knowing if a Scout is unable to attend a meeting or campout, e.g., if transportation is a problem, the Troop is here to help. A Scout is to call his Patrol Leader if he is unable to attend a Monday night meeting.

COURT OF HONOR

This event is held every three to four months to present awards and recognize Scout achievements. Attendance by the Scout and his family is very important.

JUNIOR LEADER TRAINING (JLT)

This training is mandatory for all Scouts who are elected to positions of responsibility.

OAK BADGE

Oak Badge Leadership Training is intended for the older boy leaders (First Class and 12 1/2 years old). The Scoutmaster and Assistants will recommend all candidates. This week long course is offered once a year in the summer by the Council.

ORDER OF THE ARROW

The Order of the Arrow is a special honorary, service society made up of boys elected from the Council Troops. Scouts are nominated from each Troop based on their service and camping records and their rank achievement. An election is held by the Troop to select Scouts to represent the Troop in the OA.

3. SCOUT REQUIREMENTS AND UNIFORMS

COSTS OF SCOUTING

Scouting can be an expensive experience, but with the help of seasoned Scouters, we will try to make the cost as affordable as possible.

1. The initial cost of joining:
 - a. Webelos cross-over -- \$50
Includes:
 - Scout Book
 - Scout Compass
 - Troop 'Class B' T-Shirt
 - Unit '411' numbers
 - Troop green neckerchief & Boy Scout slide
 - Red shoulder loops
 - Troop dues - (yearly)
 - b. New boy to Scouting -- \$75
Includes:
 - Scout Book
 - Troop class 'B' T-Shirt
 - Scout Compass
 - Unit '411' numbers
 - San Gabriel Valley Council Patch
 - Troop green neckerchief & Boy Scout slide
 - Green shoulder loops
 - Boy Scouts of America registration (yearly)
 - Boys Life magazine subscription (yearly)
 - Troop dues - (yearly)
2. Yearly recharter: \$40 (Due November 1st)
This includes - BSA registration & Boys Life magazine subscription, Troop dues - (yearly)
3. Patrol dues -- each patrol decides the amount, usually \$1 a week. Patrol dues are collected by the patrol scribe weekly or monthly. Dues are to be collected for the entire month even if a Scout is absent one or more days. It is the responsibility of each Scout to see that his dues are paid up. The Committee Treasurer will place a bill in each Scout's mailbox if a Scout is behind in paying his dues. When making payments, return the Treasurer's bill along with your payment, in a sealed envelope with the Scout's name(s) written on the outside.

4. Activity fee and/or Grocery and campout fees - The Committee Treasurer will place a bill for these fees in each Scout's mailbox. When making payments, return the Treasurer's bill along with your payment.

The success of any Troop depends on the participation of the Scouts, Leaders, and Families. We will have Fund Raisers at various times during the year to help purchase equipment and to help provide special programs and extended camping trips. In these efforts we will need everyone's co-operation to ensure success.

We realize that boys may have outside interests other than Scouting. Please understand that no boy will be dropped from Troop 411 because of nonattendance! The one requirement is that he keeps his dues up to date. Only at recharter time, in November, will any Scout be dropped from the roster, and then only after a consultation with the boy and parents.

OFFICIAL TROOP UNIFORM

The Boy Scouts of America believe in wearing the full uniform to help represent the Value of Scouting. All Scouts in Troop 411 are required to wear the official Troop uniform, including the proper patches and neckerchief, for all meetings and Scout functions, including travel to and from campouts. **New Scouts are expected to be in full uniform within one month after registering with Troop 411.**

Official Patches and uniform items can be purchased at the Eastside Scout Shop, 305 Rowland Avenue, Covina (626) 331-4612 or the Smiser Scout Shop, 3450 E. Sierra Madre Blvd. Pasadena (626) 351-8815 x.239. Many Scouting items including uniforms may be purchased online through the official BSA online store at <http://www.scoutstuff.org> .

The Troop operates a uniform bank, making used uniforms available to those who need them. This is also a handy option for parents of fast-growing boys who outgrow their uniforms too quickly!

The Class "A" uniform is worn to regular Troop meetings, Courts of Honor, and most other Troop activities. The proper uniform for each activity or outing will be specified on the information sheet for that activity. The Class "A" uniform is worn during travel to and from campouts, with the Field uniform (also known as Class 'B') worn during the rest of the campout.

CLASS "A" UNIFORM

- Khaki short sleeved Scout shirt with green shoulder loops
- Troop red field uniform T-Shirt – worn under Scout shirt
- Scout shorts or pants
- Official Boy Scout belt and buckle
- Official Boy Scout socks
- Neckerchief; green with gold piping and insignia

- Neckerchief Slide; can be official issue or hand made, but cannot be Cub Scout oriented
- Hiking boots (No sandals or thongs!)
- Patches; regular issue San Gabriel Valley Council strip, numerals 411, Arrow of Light (if earned), and Patrol Patch (when assigned). Please refer to the Boy Scout Handbook front and rear covers or Boy Scout Applications form for the proper locations of patches.
- Notebook and pencil (this is part of the uniform)

FIELD UNIFORM

The field uniform (also known as class 'B') is less formal and is worn on hikes, during campouts, and while working on service projects. It consists of the Scout shorts/pants, Scout socks, Scout belt and buckle, and official Troop T-Shirt. Proper shoes must be worn to match the activity.

Additional Troop official field uniform t-shirts are available for purchase from the Troop.

SCOUT HAT

The Scouts of Troop 411 have the option of wearing the official Boy Scout baseball cap or no hat. Non-Scouting hats, such as sports team ball caps or fashion style caps will not be allowed. They will be taken by the leaders and returned to the parents. Wide brimmed hats will be allowed during some activities and are required on High Adventure hikes and backpacking treks.

4. CAMPING WITH TROOP 411

Camping and the outdoor experience is an integral part of Scouting. In fact, Robert Baden-Powell (the founder of the world Boy Scouting movement) himself said, "There is no Scouting without outing." It is with that philosophy in mind that Troop 411 tries to have a tailgate campout every month, as well as a High Adventure activity or backpack trek. All Scouts and Leaders are encouraged to go on every tailgate campout. Although tailgate campouts are open to all Scouts, High Adventure activities and backpacking treks may have age or ability restrictions.

The Campouts (including Summer Camp) are selected by the Scouts themselves on a yearly basis, with guidance from the Troop Committee. It is the job of the Committee to see to it that a safe camping program is available to every Scout.

There is a minimum fee of \$10.00 for each tailgate campout and backpacking trek. At some campsites, the fee is used to cover the Scout's share of the campground costs. At other campsites where there is no fee, the camping fee is used to offset the higher costs of other campsites. A permission slip (see forms in Chapter 10) is sent home before each outing and must be signed and returned to a special tray in the Scout House by the due date on the permission slip so that a Tour Permit can be filed with the San Gabriel Valley Council. *Please respect the due dates on permission slips by turning them in on time.* Transportation and Camping fees for each outing are always listed on the permission slip. This fee, along with grocery costs for the campout, will be listed on an activities and dues bill placed in each Scout's mailbox periodically by the Treasurer.

While on campouts, the Scouts camp by Patrols. That means that they will set up their tents and cooking area with the other boys in their Patrol, and they will cook and eat their meals together. This teaches them to co-operate and work together as a unit. Older, more experienced Scouts, as well as a Patrol Advisor and Adult Leaders are always there to lend guidance to new Scouts. The Adult Leaders also camp and cook together as a Patrol, setting an example for the boys while remaining nearby to keep an eye on the boy Patrols.

The Buddy System is always enforced on outings. Scouts are not allowed to wander off alone, even to the bathroom! Troop 411 follows the National Scout Council's Guidelines that there is to be Two Deep Leadership. This means that there will be a minimum of two responsible and trained adults at each and every meeting and outing.

Parents who are registered and have the Youth Protection training are welcome on all campouts and are encouraged to attend. Be sure to indicate on the permission slip if any parents are attending, and if they can assist in providing transportation.

CAMPING EQUIPMENT

Troop 411 provides each Patrol with camping equipment; Patrols are responsible for their equipment. Any lost or damaged equipment will be replaced by the Patrol using their dues. At the conclusion of a campout, the Patrol is responsible for ensuring that their equipment has been cleaned and ready for use on the next campout. If the items are not completely cleaned, items will be sent home for a more thorough job.

Patrol Equipment includes:

- Tents
- Stoves/hoses/trees
- Lanterns
- Propane tanks
- Patrol boxes
- Coolers

Personal equipment: to be provided by each boy

Sleeping Bag - A mummy bag is your best choice for camping and backpacking, as it is lighter, more compact, and warmer than a conventional bag. Mummy bags come in many temperature ranges and the ratings are usually about 15% less than they claim. A 20 degree bag is adequate for most outings but a Zero degree bag may be necessary for some high adventure trips. If you have a tall Scout, be sure to check the bag size before buying, and beware that sizes such as "large" or "extra large" are not standardized among brands.

Canteens - Get a light weight canteen without a strap. Either the plastic type with a clip or one attached to a fanny pack is very good. Many backpackers use a two liter soda bottle to carry water in their packs and a smaller water bottle for a canteen. Scouts are required to carry 2 quarts of water on many trips.

Personal Mess Kit - plate, cup, bowl, knife, fork, spoon. There is no need to purchase a fancy mess kit. A plastic plate, plastic cup and plasticware in a zip lock baggie are all that is needed.

SCOUT OUTDOOR ESSENTIALS “Ten Essentials”

See pp 208 – 210, 224 of the Boy Scout Handbook for details

Use a day pack or fanny pack to hold your Outdoor Essentials and First Aid kit. You can strap it onto your backpack or stow it in your duffle bag so it is always close at hand. Then you can wear it when we take a day hike. **BE PREPARED.**

1 Pocket or utility knife - no sheath knives

(You must earn and carry the Totin' Chip card to carry a knife at Scout functions)

2 Personal First Aid Kit (in zip lock bag) (See the section below)

3 Extra clothing (Wear layers you can adjust to match the weather. See clothing for the season pp 208-210)

4 Rain Gear (Plastic yard-waste bag or a rain poncho or Gortex gear for high adventure

5 Water bottle(s) or canteen (Preferably 1 quart bottle(s) which can be worn on a belt or stowed in a side pocket of your day pack). Two quarts are required on most hikes.

6 Flashlight (small lightweight flashlight with spare batteries)

7 Matches (waterproof) and fire starter (Earn the Fireman Chit to learn fire safety)

8 Sun Block and Lip Balm with SPF protection

9. Map and Compass (USGS Topographic Map or US Forest Service Map will be required at times)

10. We no longer include trail food because it attracts wild animals. Snacks are purchased by the Patrol Grub Master. Backpackers will, however, carry their meals and stow the food in appropriate animal proof containers.

Additional required items

11 Dark Sunglasses

12 A Scout hat or broad brimmed hat

13 Toilet Paper and wet wipes

14 Insect Repellent

15 Whistle (Official Police Whistles are the loudest)

16 Plastic trash bag (In addition to trash removal you can use it to protect your gear from rain or to make a rain poncho)

These items should be kept permanently in your day pack or fanny pack to be ready at all times. They may come in handy in a home emergency.

PERSONAL FIRST AID KIT

See Scout Handbook p 289

Pack the following items in a zip lock bag and include it in your Outdoor Essentials.

Adhesive bandages (6)

Sterile gauze pads 3x3 inch (2)

Adhesive tape (1 roll)

Moleskin 3x6 inch (1)

Soap and/or antiseptic wipes

Antiseptic ointment or first aid cream (1 small tube)

Scissors (1 pair)

Latex gloves (1 pair)

Mouth-barrier device for rescue breathing

Plastic goggles

Pencil and paper

Extra food is an outdoor essential. Usually the Patrol or Troop will plan food as a group, but for a day activities the Scout may need to bring his own. The Scout should always know the meal arrangements for the particular outing.

Additional items will be required of boys when they earn the First Aid Merit Badge.

5. ADVANCEMENT

Scouting provides a series of challenges and the steps to overcome them through the advancement method. Each Scout plans his own advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self confidence. The steps in the advancement program help a boy grow in self-reliance and the ability to help others.

Advancement is the process by which the Scouts progress through the ranks in the Scouting program by the gradual mastery of scouting skills. Ranks are simply a means to an end, not an end in themselves. Everything Scouts do to advance and earn ranks, from the day they join until they leave the program, is designed to help them have an exciting and meaningful experience.

Education and FUN are functions of Scouting, and they are the basis of the advancement program. In the Scouting program, recognition is gained through leadership in the unit, attending and participating in the activities, living the ideals of Scouting, and developing a proficiency in outdoor living and useful skills.

Scout Rank - This is the first rank earned by new Scouts. The requirements are listed on page 4 of the Official Boy Scout Handbook. After he feels he can show that he has met the requirements, the boy should notify his Patrol Leader that he is ready for a Scoutmaster's conference. After the boy demonstrates his knowledge of the requirements to the Scoutmaster, the Scoutmaster will notify the Advancement Chairman and the boy will be presented his award at the next Troop meeting or Court of Honor. Boys who were prior Cub Scouts and earned the Arrow of Light, should be able to earn this badge within one month.

Tenderfoot, Second Class, and First Class Ranks - The requirements are listed in the Official Boy Scout Handbook. A boy may work on these ranks simultaneously, but cannot receive the next rank until he has received the one before it. After completing each requirement, the Scout needs to have his book checked and signed by an adult Leader. Upon completion of all the requirements, the Scout should notify his Patrol Leader that he is ready for a Scoutmaster's conference. After the Scoutmaster's conference, the Scout will be scheduled for a Board of Review. After passing the Board of Review, the Scout will receive his award at the next meeting or Court of Honor. The Scout may begin working on the next rank immediately; he does not have to wait until he receives his award.

Star, Life, and Eagle - The requirements are listed in the Official Boy Scout Handbook. There is a tenure requirement for each of these ranks. A Scout may work on these ranks simultaneously, but cannot qualify for the next rank until he has served the indicated tenure for the previous rank. After completing each requirement, the Scout needs to have his book checked and signed by an adult Leader. Merit Badges, Tenure, and service projects are requirements for these ranks. Upon completion of all the

requirements, the Scout should notify his Patrol Leader that he is ready for a Scoutmaster's conference. After the Scoutmaster's conference, the Scout will be scheduled for a Board of Review. After passing the Board of Review, the Scout will receive his award at the next meeting or Court of Honor.

Board of Review - When a Scout has completed all the requirements for a rank, he appears before a Board of Review composed of 3 to 6 adults. For Tenderfoot through Life ranks the Board of Review consists of Troop Committee members and parents. Eagle Boards of Review are conducted by the District or Council.

The Board of Review has three purposes;

1. To make sure that the work has been learned and completed (not to retest).
2. To find out what kind of experience the Scout is having in his Patrol and Troop.
3. To encourage the Scout to progress further.

The Board of Review will be conducted on an as needed basis. (Scouts should contact his Patrol Leader for a Scoutmaster's conference at least 2 weeks prior to a scheduled Board of Review). Scouts must wear their complete class 'A' uniform at the Board of Review. The Board will ask the Scout questions that will require him to give narrative answers. Most questions only require that the Scout give his opinion and will involve helping the Scout see the value and practical application of his efforts.

At the conclusion of the review, the Scout is asked to leave the room while the board members discuss his achievements. The decision of the Board is arrived at through discussion and must be unanimous. If the members are satisfied that the Scout is ready to advance, he is called in, congratulated, notified as to when he will receive his recognition, and encouraged to continue his advancement.

Merit Badges - The ranks of Star, Life, and Eagle require that a Scout earn a specific number of merit badges. Merit badges are awarded to Scouts fulfilling requirements in specific areas of interest. The subjects range from Agribusiness to Woodworking and cover areas such as hobbies, careers, sports, sciences, and Scouting skills. In all there are about 120 merit badges available. A boy must earn 11 "white boarder" or required merit badges along with any other ten to achieve the Eagle rank. Each of the last three ranks requires a portion of these "white borders" for that rank. Scouts may earn more than the 21 minimum required and many do.

When a Scout feels he is ready to begin earning a merit badge, he notifies the Scoutmaster. The Scoutmaster will then give him a "blue card". A Scout should never start working on the merit badge until he has the "blue card" and has contacted the merit badge counselor. The Scout will work with the counselor to complete the requirements. When completed, the counselor will sign the blue card, which the Scout then returns to the Scoutmaster.

Occasionally the Troop Leaders/Committee will conduct a Merit Badge Day or work on merit badges during the regular meeting time. It is suggested that the boys take advantage of as many of these days or meetings as possible.

The majority of merit badges are earned at summer camp. The setting and the program lend themselves well to earning merit badges. It is suggested that Scouts take advantage of this opportunity and attend summer camp.

A number of resources exist for Scouts working on merit badges. The Council Scout shop has pamphlets for each merit badge that describe the requirements and often provide much or most of the information needed to complete the badge. The Troop also maintains a library of used merit badge pamphlets. In addition, many unofficial merit badge-related web sites exist on the Internet. A popular one is "meritbadge.com", which provides a worksheet for each merit badge that can be printed at home, providing a convenient way to record the Scout's work on the badge. The Scout should always check with the counselor about the use of these worksheets.

Court of Honor - The main purpose of the Court of Honor is to furnish formal recognition for achievement and to provide incentive for other Scouts to advance. Formal Courts of Honor are usually held four times a year. All Scouts who have advanced since the previous Court of Honor are honored. Since this is such an important part of a boy's Scouting life, parents and families are encouraged to attend and show their support to the Scout.

6. PARENT PARTICIPATION

The Troop is led by its members, but to make the program work requires the support from parents. Scouts are responsible for their own program through proper planning and use of their resources like parents who provide transportation, equipment, fund raising opportunities, advice, Assistant Scoutmasters, and Patrol Dads or Moms.

A parent's career or hobby may be a Merit Badge subject and can be taught to the Scouts for advancement. Ask about becoming a merit badge counselor for some topic you are knowledgeable in. Maybe you know someone who'd be willing to come speak or make a short presentation to the Troop about an interesting subject, or have access to some interesting activity, outing, or service project. The Troop Resource Survey form is used by the Troop to determine what goods and services the parents may have to offer. The Scouts prepare and run the program, but rely on parent support to help make it happen!

Some parents volunteer to be members of the Troop Committee, which help provide guidance and advice to the Scoutmaster, and they assist with many of the "behind the scenes" activities necessary for the Troop to function. The Committee is discussed further in the next section.

Registered adults will receive the Scouting Magazine quarterly and will be covered by Troop provided insurance while on Troop outings.

These are some of the areas in which a parent may volunteer to assist:

Patrol Dad/Mom	Camping
Transportation	Uniform Bank
Treasurer/Finance	Court of Honor Refreshments
Newsletter	Membership
Friends of Scouting	Publicity
Special Events	Troop/Pack Coordinator
Scout-O-Rama Representative	Advancement
Camporee Representative	Photographer
Merit Badge Counselor	Telephone Committee
Assistant Scoutmaster	Fund Raising Chair (All parents must participate in fund raising)
Secretary	July 4 th pancake breakfast
Quartermaster (equipment)	Popcorn Chair
Outings Chair	

PARENT PARTICIPATION IN TROOP ACTIVITIES

Parents are always welcome to come along on campouts and other Troop outings, providing they are registered with San Gabriel Valley Council and have completed Youth Protection training.

Special Events that parents may participate in include:

Summer Camp is a long-term camp program, usually one week during the summer. All Scouts are urged to take part in attending summer camp. Parents are encouraged to attend camp with the troop and participate as Assistant Scoutmasters. Parents are expected to provide transportation for their boy to camp, though the troop often makes arrangements as a group.

Family Campouts are held occasionally and provide an opportunity for the families to see what the Troop is doing and to get together to know one another. We invite all parents, registered and trained or not, to attend with their families.

Cubs-O- Ree, Webelosree and Scout Expo are events that the San Gabriel Valley Council puts on each year to give our Troop the opportunity to display its Scouting skills to other scouts, parents, families, and guests.

TRAINING FOR ADULTS

The Council office conducts regular training for interested adults involved in Scouting. These short courses cover many topics including youth protection, outdoor skills, and position-specific training for Troop leaders. More information can be obtained from the San Gabriel Valley Council office, or on their web site at <http://www.obcbsa.org> . The Council office also has available a variety of training materials including pamphlets and videos. Our web site has a link to the official Scouting on-line training site, which offers a few courses including Youth Protection Training. For registered adults, the on-line training can be completed at home at your convenience. Non-registered adults can view the video at scheduled viewing times at the Scout House. Once completed, print out the completion certificate and turn it into the Troop secretary for credit.

7. COMMITTEE ORGANIZATION

As mentioned earlier, the Troop cannot function without parent support and participation. This section describes how the adult leadership of the troop is organized.

There are two main groups of adults working with the Troop. The first group is the Adult Leaders, which include the Scoutmaster and Assistant Scoutmasters. These adults regularly attend Troop meetings and outings, participating more directly in the activities of the Troop and interactions with the Scouts. The other group is the Troop Committee. The Committee consists of adults who help organize and plan activities, and help out with “behind the scenes” planning and coordination necessary for the Troop to function.

Below are short descriptions of the adult leadership positions within the Troop.

SCOUTMASTER

1. Train and guide boy leaders to run the Troop according to the "Methods of Scouting".
2. Work with Assistant Scoutmasters, Committee and Troop Parents to bring Scouting to the boys.
3. Encourage Scouts to learn for themselves.
4. Guide Troop leadership in planning the Troop programs:
 - a. Annual Troop planning meeting.
 - b. Monthly PLC meetings with Troop leadership to plan meetings, activities, and training.
5. Attend all Troop meetings, campouts, activities, training courses, roundtables, etc. or have a qualified representative.
6. Conduct sessions with the new parents to explain the Scouting and Troop program and to encourage participation.
7. Conduct Scoutmaster Conferences for advancement and/or counseling.
8. Be involved with recruitment, Webelos crossovers, and charter review.
9. Help the Troop Committee identify and recruit Assistant Scoutmasters and ensure the training.
10. Must have successfully completed the required Scoutmaster training.

ASSISTANT SCOUTMASTERS

Any registered adult over 18 who successfully completes the scoutmaster training can be made an Assistant Scoutmaster in the Troop. Assistant Scoutmasters support the duties of the Scoutmaster and can be assigned specific duties, i.e. Patrols, Camping, New Scouts, Pack relations, Recruitment, Advancement, Scouts requiring special attention, High Adventure, and Transportation. It is their responsibility to see that the specifics of these roles are planned and carried out. In the absence of the Scoutmaster, the Assistant Scoutmasters assume the Scoutmaster duties.

COMMITTEE CHAIRMAN

1. Plans and presides over monthly committee meetings and maintains adequate committee membership and attendance to ensure the successful operation of the Troop.
2. Delegates job responsibilities to membership and sees they are successfully completed.
3. Ensures that Scoutmaster and Assistant Scoutmasters are adequately trained.
4. Visits Troop meetings regularly to check progress of the program and wears the uniform at all Troop and Scout functions as necessary.
5. Meets with Institutional Representative as necessary to ensure good communications between Troop and sponsor.
6. Ensures that all the leaders follow the BSA safety guidelines, and they live up to the high standards of the Scouting program.

SECRETARY

1. Attends monthly committee meetings, keeps and reads minutes of each meeting.
2. Assists in final layout and planning of annual troop calendar.
3. Handles Troop correspondence.
4. Prepares (with Scoutmaster and Committee) and submits annual charter renewal.
5. Maintains the Troop website and email listings

TREASURER

1. Receives and disburses all Troop funds and maintains accurate records of all transactions.
2. Maintains checking account at designated bank and verifies monthly balances.
3. Prepares a financial statement for presentation at committee meetings, including balances in all accounts and checks written.
4. Works with Troop Scribe in collecting and recording Troop dues.

ADVANCEMENT CHAIRMAN

1. Keeps current all Scout achievement and advancement records.
2. Works with each Scout to help establish advancement and personal goals.
3. Controls disbursement of merit badge blue cards and keeps a current list of counselors.
4. Works with Troop Librarian to keep adequate supply of merit badge books.
5. Schedules and staffs Boards of Review.
6. Purchases all necessary awards, patches, pins, etc., for advancement and Courts of Honor.

CHAPLAIN

Coaches the Chaplain's aid. Ensures the Scout's own takes place on outings and that benedictions or prayers are conducted at appropriate times. Ensures that all prayers and services are non-ecclesiastical according to scouting guidelines. People of all faiths should feel welcomed and respected in our Troop.

UNIFORM BANK CHAIRMAN

The Uniform Bank Chairman collects and maintains a uniform bank to enable Scouts to keep a complete uniform.

REFRESHMENTS CHAIRMAN

This committee member provides or arranges for refreshments as necessary for all Courts of Honor and any other Troop functions as deemed necessary by the Committee. Monies needed for these functions are provided through the Troop treasury.

COMMITTEE MEMBERS AT LARGE

All interested parents are encouraged to attend monthly meetings and to voice their opinions, ideas, criticisms, etc. about the running of the Troop program. They are likewise encouraged to gain an understanding of the Scouting program and volunteer their time and knowledge to aid in the successful running of the Troop.

8. TROOP ORGANIZATION

One of the main ideals of Scouting is that the Troop is run **by the boys**. Every Troop has a hierarchy of boy leadership. Scouts are organized into several Patrols, each with a Patrol Leader and Assistant Patrol Leader. The Patrol Leaders report to the Senior Patrol Leader and the Assistant Senior Patrol Leader. The Senior Patrol Leader reports to the Scoutmaster.

The Scouts elect members of the Troop into the following positions:

- Senior Patrol Leader (SPL)
- Assistant Senior Patrol Leader (ASPL)
- Patrol Leaders
- Assistant Patrol Leaders
- Troop Guides
- Scribe
- Quartermaster
- Librarian
- Historian
- Chaplain's Aide
- Den Chief

ELECTION CRITERIA

SENIOR PATROL LEADER / ASSISTANT SENIOR PATROL LEADER

1. Candidates are nominated by Scoutmaster and Assistant Scoutmasters.
2. Candidates must be at least First Class rank, and have completed Junior Leader Training (JLT).
3. Candidates must be willing to commit to a six month term as Assistant Senior Patrol Leader followed by a six month term as Senior Patrol Leader.
4. All Troop members vote; the candidate with most votes is elected.

PATROL LEADERS / ASSISTANT PATROL LEADERS

1. Candidates are nominated by Troop Leadership, except for New Scout Patrols.
2. Patrol members vote on the candidates from within their patrol. Highest vote total is elected.
3. New Scout Patrols (those made up of newly entering Webelos) will rotate Patrol Leaders among their members monthly until the next election. This allows for all members to be either Patrol Leader or assistant, and enables leadership qualities to emerge.

QUARTERMASTER, SCRIBE, LIBRARIAN HISTORIAN, and CHAPLIN'S AIDE,

1. Any Scout, first class or higher, not currently holding or running for Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, or Assistant Patrol Leader is encouraged to run for any of these positions.
2. All Scouts in the Troop may vote for these positions. The candidate with the highest number of votes is elected.

DEN CHIEF

1. Any Scout, first class or higher is encouraged to apply for this position.
2. The Den Chief applicant must be approved by the Scoutmaster and successfully complete Den Chief Training that is offered by the San Gabriel Valley Council.

DUTIES OF TROOP LEADERSHIP**SENIOR PATROL LEADER**

1. Presides at all Troop meetings, events, and activities.
2. Works in concert with the Scoutmaster to plan PLC (Patrol Leader Council).
3. Trains and guides Patrol Leaders and other elected positions.

ASSISTANT SENIOR PATROL LEADER

1. Assists Senior Patrol Leader in any and all functions relating to the Troop.
2. Takes over Troop leadership in Senior Patrol Leader's absence.
3. Trains and guides other elected positions.

PATROL LEADERS

1. Participates in leadership training.
2. Plans and leads Patrol meetings and activities.
3. Keeps Patrol members informed of Troop Activities.
4. Shares leadership by assigning duties to Patrol members.
5. Works with Patrol members in Scout skills.
6. Develops Patrol spirit and Teamwork.
7. Works with PLC to make Troop run well.
8. Leads by example: Advance, live by Scout Oath and Law, wear the uniform, etc.

QUARTERMASTER

1. Keeps and stores Troop equipment.
2. Keeps equipment in good repair.
3. Checks out equipment as needed.
4. Recommends to Senior Patrol Leader new materials as needed.

SCRIBE

1. Records attendance and dues payments, and reports to Troop Treasurer.
2. Records Troop advancement along with Advancement Chairman.

HISTORIAN

1. Takes and gathers photos of Troop activities and keeps a scrapbook.
2. Takes care of Troop trophies and keepsakes.
3. Works with Chartering Organization, Committee, and Troop leadership in making use of historical material

LIBRARIAN

1. Is responsible for all merit badge pamphlets and other Troop literature.
2. Checks these materials out to Troop members and keeps a tracking system current.
3. Advises Senior Patrol Leader of necessary or missing materials.

CHAPLAINS AIDE

1. Assists Chaplain in carrying out any religious services for the Troop.
2. Organizes and leads (or directs someone else to lead) a 'Scouts Own' at all campouts. Following Scouting's guidelines for a non-ecclesiastical service which can be enjoyed by all faiths.
3. Encourages and assists all Troop members to live up to the ideals of Scouting.

DEN CHIEF

1. Meet regularly with a Cub Scout Den to help them achieve the purposes of Cub Scouting.
2. Attend monthly Pack meetings with the Den.
3. Keep in contact with the Scoutmaster of the Troop.

9. RULES AND REGULATIONS

GENERAL TROOP RULES AND REGULATIONS

1. **The Law of the Troop is the Scout Law.**
2. The complete Boy Scout uniform as indicated in Chapter 3 is required at all Troop functions, including Troop meetings, campouts, Boards of Review, Court of Honor, etc. Partial uniforms are accepted only during the winter when the Scout House is cold. Scouts will not have a Scoutmaster's conference or be reviewed if he is not in full 'class A' uniform. Appropriate shoes/boots must be worn...no sandals unless prior approval is received.
3. Only official Boy Scout hats/caps are allowed. Wide brimmed hats may be allowed on certain activities. No baseball caps with team logos will be allowed; they will be confiscated by adult leaders and given to the Scout's parent.
4. The Scout Handbook is required at all Troop meetings, campouts, and Boards of Review. You will not be reviewed if you do not have your book.
5. Rough play, name calling, teasing, inappropriate physical contact, and hazing are not acceptable at any Troop function. Likewise, inappropriate language and jokes will not be tolerated. As a rule of thumb, "If it's not positive it's not allowed."
6. All Scouts must observe the Scout Sign and give courteous attention when anyone is addressing the Troop.
7. All Scouts shall maintain an attitude of reverence during Opening and Closing ceremonies.
8. Music players, cell phones and portable gaming devices are not allowed at Troop functions including campouts and outings.
9. Scouts will not be penalized for missing meetings and campouts, but advancement is based in part on Troop activities. Even if a Scout misses Troop meetings, he must keep current on his dues.
10. Scouts are not to start working on a merit badge without permission from the Scoutmaster.
11. In keeping with the aims of Scouting, NO Drugs or Alcohol will be tolerated at any Boy Scout function. This also applies to adults.

RULES OF CONDUCT DURING TROOP MEETINGS

1. Scouts are to be on time to the meeting.
2. Scouts are to wear class 'A' uniforms for all Troop meetings. Uniforms for special activities will be announced by the Senior Patrol Leader.
3. No Scout may not hit, sock, or otherwise physically touch another Scout at anytime during any Scout function. Failure to comply with this rule will result in time out to the outer room. The second time the Scout will be dismissed from the meeting; any additional problems may result in the Scout being dismissed from the Troop.
4. No insulting each other. Scouts may not call each other names or ridicule each other.
5. Scouts are to comply with the directions given by the Senior Patrol Leader or his designee. When the Scout sign is presented, Scouts are to stop what they are doing and comply with the directions given at that time.
6. While a Scout is being told how or what to do by a leader or another Scout, the Scout is to show respect and listen attentively.
7. Scouts will raise their hands before speaking during meeting times.
8. If a Scout is late and enters the Scout House during the flag ceremony, the Scout will wait in the outer room until the ceremony is complete.
9. Scouts will not use any profanity during the meetings or any Scout activity.
10. Scouts that are elected to a leadership position should try to be at every meeting.

CAMPING RULES AND REGULATIONS

1. The Outdoor Code is the rule at camp.
2. Permission slips are due by the due date shown on permission slip. (An in-box is located on the table in the front room of the Scout House)
3. Dues must be paid up to date.
4. Current Scout physical and Consent to Treat forms must be on file with the Scoutmaster.
5. Any medication in it's original container must be turned over to the Scoutmaster with signed written instructions for administration before the Troop leaves for any outing.
6. Patrols will camp in their own Patrol sites. Small patrols may be combined at the discretion of the Scoutmaster or tour leader.
7. Patrols will cook and eat their meals together.
8. A Scout is not to bring candy or soda to any campout or activity. Exceptions...trail mix and hard candy for long hikes and back pack treks.
9. No music devices or electronic gaming equipment, including cell phones.
10. Every Scout will clean up after himself.
11. Complete uniforms are required when traveling to and from all Troop activities unless otherwise noted.
12. Scouts may not carry Scout knives unless they have earned their Totin' Chip. The Totin' Chip card must be carried at all times and the rules of safe handling must be followed. **No sheath knives!**
13. No rock throwing. No running in camp.
14. On hikes and backpack trips, no one may pass the Lead Scout assigned to lead the group.
15. When hiking on the trail, the group must wait at every fork in the trail and water crossing for the whole group to catch up before proceeding.
16. Inappropriate jokes and language are not acceptable.

10. FORMS

Certain forms are very important for the Troop. Proper use of these forms ensures that the Troop parents, leaders, and sponsoring organization are legally protected.

Several forms must be filled out for each Scout. The Scout Registration Application is completed when your son joins the Troop and enters his name and other data into the Troop Charter and BSA National and local San Gabriel Valley Council records. The Authorization and Consent to Treat Minor Form and Health/Emergency contact and Consent Form must be filled out before your Scout can participate in any camping or outing activities. The Trip or Tour Parental Consent Form (the permission slip) must be filled out for each hike and campout that your son participates in.

Other forms are filled out by participating adults. The Adult Registration Application is filled out when you join the Troop as a volunteer leader and enters your name and other data into the Troop Charter and BSA National and local San Gabriel Valley Council records. This form is required by our Troop if you wish to attend any campout that is not designated as a family campout. The Application for Adult Merit Badge Counselor Form is filled out for those volunteers wishing to be Merit Badge Counselors. The Vehicle and Insurance Form must be filled out by all parents. The Resource Survey helps us to identify parents with particular skills or knowledge which may be useful in the Troop program.

The forms that you and your son need will be provided to you by the Scoutmaster upon registration.

TROOP ADULT LEADERSHIP (2009)**SCOUTMASTER****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER/High Adventure****ASSISTANT SCOUTMASTER/High Adventure****ASSISTANT SCOUTMASTER/High Adventure****ASSISTANT SCOUTMASTER/High Adventure****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER****ASSISTANT SCOUTMASTER**

Marcia Townsend

John Paulson

Nicholas Hamilton

Skid Saureman

Steve Groom

Andy Mutschler

Chuck Eddleman

Vince Quinones

Mike Quevedo

Craig Hare

Kevin Criddle

Jim Alcala

Kurt Dodge

Valerie Suckley

Marcel Batoon

TROOP COMMITTEE (2009)**COMMITTEE CHAIRMAN****SECRETARY****TREASURER****ADVANCEMENT CHAIRMAN****FUND RAISING CHAIRMAN****JULY 4TH****CANDY****UNIFORM BANK****REFRESHMENTS****QUATERMASTER****TRANSPORTATION****FIRST AID/SAFETY****OUTINGS CHAIR****POPCORN CHAIR****TRAINING COORDINATOR**

Steve Groom

Craig Hare

Andy Mutschler

Lorraine Johnson

*

Andy Mutschler,

Maurice Cote

Christina Sluss

*

*

Kevin Criddle

*

Maurice Cote

*

Larry George

Lissa funk

* Position Available

We/I have read the Troop Guide Book and discussed the appropriate sections with our/my son.

_____ I am interested in becoming a registered Committee member.

_____ I am interested in volunteering for one of the jobs listed in the Troop Guide Book. (JOB)_____

_____ I am interested in becoming a trained leader.

_____ I can assist with

DATE

SIGNATURES OF BOTH PARENTS

SCOUT'S SIGNATURE

ATTACHMENTS:

TROOP ROSTER (new lists are handed out as new families join)

TROOP PHONE LIST

TROOP CALENDAR

SCOUT REGISTRATION APPLICATION (*)

MEDICAL HISTORY/MEDICAL RELEASE FORM (*)

TRIP/TOUR PARENTAL CONSENT FORM (*)

ADULT REGISTRATION APPLICATION (*)

ADULT MERIT BADGE COUNSELOR APPLICATION (*)

VEHICLE INFORMATION AND INSURANCE FORM (*)

RESOURCE SURVEY (*)

(*) INCLUDED IN NEW FAMILY GUIDE BOOKS ONLY